



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

JOB OPPORTUNITY BULLETIN PLANNING CONSULTANT

August 1, 2006

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Planning Consultant to work under the supervision of the Baldwin Hills Conservancy's Executive Officer in Culver City, California. The Consultant will assist in all areas of planning to include design development, construction documentation, bid proposals and other project management work for the Conservancy's capital improvement projects. The Consultant will possess the necessary knowledge and skills to conduct planning activities independently and without close supervision.

RESPONSIBILITIES

- Manage and assist in the development, analysis and coordination of grant funded capital improvement projects for the expansion and enhancement of Kenneth Hahn State Recreation Area and the Ballona Creek Bicycle Path.
- Maintain ongoing relationships with representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large as related to park development projects.
- Perform project management, including oversight of contractors, project tracking and scheduling, monitoring of project budgets and expenditures, quarterly status reports and updates on project progress as requested.
- Prepare Requests for Proposals/Requests for Bids, and contracts for project implementation.
- Identify and respond to city, county, regional, and area governing bodies, and planning commissions or boards with respect to Baldwin Hills and Ballona Creek improvement projects and proposals.
- Analyze situations accurately and adopt an effective course of action while directing the work of contractors.
- Maintain project files, including documentation of and authorization for expenses, project progress, contracts and grant agreements, project budgets, contacts, board actions and all other items related to the project's development.
- Prepare staff reports, resolutions, project plans, and comment letters as needed.
- Navigate legal requirements relating to city and regional planning doctrines.
- Make recommendations to the Executive Officer as to suitability/viability of potential projects.
- Perform related duties as required.

DESIRED SKILLS

- B.A. or B.S. degree or higher in land use planning, public administration, urban or environmental studies, or related field. Experience may substitute for academic degree.
- Experience in state service performing as a planner
- Demonstrated accountability in a governmental or private agency in urban metropolitan, regional, or state planning.
- Demonstrated accountability in a governmental or private agency in resources development planning.
- Experience in park development, including construction, and/or project management.

- Knowledge of the State's watershed protection and management policies and programs. Experience in working with Federal, State, or local governments in watershed management is desired.
- Working knowledge of CEQA and the environmental review process.
- Knowledge of IBM-based computer programs including word-processing and spreadsheets. Ability to work on graphics or GIS software is highly desirable but not required.

REQUIRED HOURS

Monday through Friday, 8 hours per day, 40 hours per week; including scheduling flexibility, periodic nighttime meetings, and occasional weekend and overtime work upon prior approval by supervisor. The position will be located at 3578C Eastham Drive, Culver City CA 90232.

The start date depends on the selection process and candidate availability, but the intention is to begin on or before September 22, 2005. Earlier and later start dates may be available.

COMPENSATION

Successful applicants will be hired with pay commensurate with experience. The hourly rate for the position ranges from \$26.91 to \$31.14. Total compensation includes paid leave for holidays, vacation and illness, along with health and retirement benefits (CalPers).

HOW TO APPLY

Submit a resume, the names of at least three references, and a writing sample most relevant to the responsibilities of the position by 10:00 AM on August 21, 2006. Interviews will be scheduled shortly thereafter at the Baldwin Hills Conservancy office. Resumes submitted after August 21, 2006 will be considered if the position is not filled.

SUBMIT ITEMS ELECTRONICALLY in MS Word format to Gloria.dangerfield@bhc.ca.gov with "Planning Consultant Application" in the subject field.

OR MAIL TO:

Baldwin Hills Conservancy
Attn: David McNeill
Re: Planning Consultant Application
3578C Eastham Drive
Culver City, CA 90232

DESCRIPTION OF THE AGENCIES

The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency that was established in 1985 between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District.

The Baldwin Hills Conservancy(BHC) is a growing State Agency funded in part by the Clean Water, Clean Air, Safe Neighborhoods and Coastal Protection Bond Act of 2002. The Conservancy's mission is to acquire open space and manage public lands within the Baldwin Hills area and to provide recreation, restoration and protection of wildlife habitat within the territory for the public's enjoyment and educational experience. Additional information on the BHC can be found on our website: <http://www.bhc.ca.gov> .